



City of Coquitlam Request for Approved Product Submission Form

Engineering & Public Works
3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3500 Fax: 604-927-3505
Email: epw@coquitlam.ca

For new product submissions to the City of Coquitlam.

Please provide requested information in the fields provided as this information will be used by the Evaluation Committee to assist in the review of the product use and application. Incomplete applications will be returned. A response for the product's submission will be issued upon receipt of application, initial appraisal, and committee result.

Supplier Information

Supplier Name: _____

Address: _____ City: _____ Postal Code: _____

Contact: _____ Email: _____

Phone: _____ Fax: _____

Manufacturer Information *(if different than supplier)*

Manufacturer Name: _____

Address: _____ City: _____ Postal Code: _____

Contact: _____ Email: _____

Phone: _____ Fax: _____

Applicant Information

Applicant Name: _____

Email: _____ Phone: _____

Product Information

Product Name: _____

Product Application Details *(Describe the product's application and/or use):*

Identify suitable Section from the MMCD Platinum Edition and the City's List of Approved Materials and Products:

A review WILL NOT be considered unless the following is provided:

- Product standards and specifications.
- List of references or end users with contact information.
- Product Certificate of Compliance (i.e. CSA, ASTM, ASWWA)

Documentation or letter describing:

- The sustainability of the company, the product, and the manufacturing process.
- A brief history of the product manufacturer.
- A brief statement of why the product should be used by the City. How would the City benefit by using the product?
- Maintenance requirements.
- Training requirements, and/or special tools or equipment required.
- Availability of the product and replacement parts.

Provide all other information that you feel is relevant to assist the Committee to appraise this product's use?

(Provide/Attach Details):

Some criteria the Evaluation Committee uses to evaluate a product submission. Provide details that can support the Product's Function: Safety: Environmental: Durability: Life Cycle: Permanent Installation:

Send completed submissions by email to epw@coquitlam.ca

Application Status Office Use Only

Date Received: _____ **MMCD Section:** _____

Product Name/Description: _____

Initial Response *(Reply/Discussion):* _____

Review Result *(Advise Applicant):* _____

Committee Result: Accepted Use Proven Use Not Required Rejected for Use

Notification *(Advise Applicant):* _____

City Reviewer(s): _____ **Date:** _____

Comments: _____
